

**MINUTES
ELMHURST PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 18, 2016
Kossmann Room, 7:00 p.m.**

President Marsha Baker, called the October 18, 2016 Regular meeting of the Board of Trustees to order at 7:00 p.m. in the Kossmann Room.

Board members in attendance included, Monica Iacono, Ingrid Becton, Carol Jacobsen, Teresa Menolascino, Susan Sadowski, William Ryan, and William Shanklin. Also in attendance were Library Director Mary Beth Harper, Assistant Director Marcy Rodriguez, and Administration/HR Manager Rita Andreuccetti.

Visitors in attendance were former Trustee Linda Wheaton and League of Women Voters representative Becky Lipton.

There was no public comment.

The first order of business was the approval of the Minutes of the September 20, 2016 Regular Board of Trustees Meeting. William Shanklin moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 20, 2016 Regular Board of Trustees Meeting be approved as presented.

Ingrid Becton seconded the motion. The motion carried.

The next order of business was the approval of the Minutes of the September 20, 2016 Executive Board of Trustees Meeting. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Minutes of the September 20, 2016 Executive Board of Trustees Meeting be approved as presented.

Monica Iacono seconded the motion. The motion carried.

The next order of business was the approval of the October 18, 2016 Accounts Payable. Monica Iacono.

THEREFORE BE IT RESOLVED:

That the October 18, 2016 Accounts Payable be approved as presented.

Director Harper responded to questions about the invoices. Ingrid Becton seconded the motion. The motion carried.

Director Harper distributed the monthly credit card statements and the small check register. Ms. Harper presented the revenue and expenditure reports. She noted that 75% of the year has lapsed. On the revenue report, she noted that the Library received a large property tax payment. She mentioned that most of the Library's donations are received in December.

On the expenditure report, Ms. Harper noted that September was a three paycheck month. Under Contractual Services, the Auto Circ System will crest higher this year because Innovative Interfaces neglected to bill the Library for a product for two years. Most of the lines are cresting on target. Ms. Harper answered several questions from the Board.

In the Director's Report, Ms. Harper talked about the three book discussions she led. She found it very interesting that each of the discussions were so different. She also mentioned that the Illinois Library Association Conference is October 18-20. She will be attending the conference on the 20. Ms. Harper noted that the Staff Maker Faire will be held on November 3. The Friends annual meeting will be held at the Wilder Mansion on November 10.

Director Harper is exploring adding passport services at the Library. She will discuss it further at upcoming meetings.

In President's report, Marsha Baker mentioned that she attended the Illinois Library Association Conference earlier in the day. She will talk about it more next month.

The first order of Unfinished Business was the Makerspace. Director Harper stated that the bids were \$62,000 over budget so she did not bring the bids for approval. She noted that the construction manager felt that the bids were too high. Ms. Harper suggested that the staff would go over the plans along with the construction manager and architects to see where changes can be made. At the next board meeting, she would like to reject all the bids from the October 11, 2016 bid opening and bring new plans to go out to bid.

The first order of New Business were Policy Reviews: Confidentiality of Records and Complaints from the Public. Susan Sadowski moved:

THEREFORE BE IT RESOLVED:

That the Confidentiality of Records policy be approved with no changes.

Confidentiality of Records

The Elmhurst Public Library abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons are confidential material. The Elmhurst Public Library does not make available patrons' personal information or the records

of patron transactions to any party except in compliance with the law. The Elmhurst Public Library does not make available lists of registered Library patrons except in compliance with the law.

Staff will access patron accounts only as required for Library operations and will require identification before providing any account information to a patron.

Ingrid Becton seconded the motion. The motion carried.

Bill Ryan moved:

THEREFORE BE IT RESOLVED:

That the Complaints from the Public policy be approved as presented.

COMPLAINTS FROM THE PUBLIC

All complaints from the public will receive a timely and thoughtful response **if a patron includes contact information**. If an issue cannot be resolved immediately, the person's written complaint and contact information will be forwarded to the appropriate supervisor or the Director for a response.

If the complaint concerns a book or other item in the Library collection, see the **Collection Management Policy in this manual (6.1)** ~~Materials Selection Policy—Reconsideration of Library Materials in this manual (6.1.4.4).~~

Susan Sadowski seconded the motion. The motion carried.

The next order of new business was the presentation by Administration/HR Manager Rita Andreuccetti.

The first order of Other Business was the invitation to attend the dedication of the Dyer Family Resource Center on November 5 at Immaculate Conception parish.

The next order of Other Business was the review of the Chapter 6 from the Standards for Illinois Public Libraries, in preparation of the Per Capita Grant.

The next order of Other Business Director Harper stated that she would like to add the Kids' Renovation Project on the agenda to begin discussions.

There being no Other New Business, the meeting was adjourned at 8:05 p.m.